

# Retention and Classification Report

**Agency:** Department of Agriculture and Food. Division of Regulatory Services (395)  
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**Records Officer** Sue Munteer

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**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9842

3

**TITLE:** Correspondence

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 03/31/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on the 1997 Utah General Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9842

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9839

3

**TITLE:** Dairy establishment files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by establishment name thereunder chronological by date.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files provide the regulatory history of dairy facilities regulated by the Department of Agriculture and Food. They are kept as evidence for any consideration of regulatory action by the department. Files may contain information such as the facility name, address, department approval date, noted violations, corrective actions, non compliance citations, photographs of violations, laboratory results, warning letters, and other correspondence.

**RETENTION:**

Retain 3 years after facility is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after facility is closed and then destroy.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9839

**TITLE:** Dairy establishment files

(continued)

**APPRAISAL:**

Administrative

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9838

3

**TITLE:** Dairy inspection reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by date.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports document dairy inspections conducted by the Department of Agriculture and Food. Inspections are routinely conducted by the department as part of the regulation of dairy establishments within the state. Information includes the facility name, address, inspection date, type of inspection, violations and actions taken.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80588

3

**TITLE:** Egg grading inspection reports

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by company

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These files contain reports of egg grading done in Utah. It includes establishment name, address, shell egg grader and inspectional data.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Legal

These retention satisfies the time limit for starting a civil procedure which is three years 78-12-26 (3).

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 85185

3

**TITLE:** Establishment Files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

**AUTHORIZED:** 02/25/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.



**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 85185

**TITLE:** Establishment Files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80442

3

**TITLE:** Food establishment files

**DATES:** 1946-1969; 1971-1973; 1982-

**ARRANGEMENT:** Alphabetical by facility name.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files provide the inspection history of the facilities regulated by the Department of Agriculture and Food. They are kept as evidence for any consideration of regulatory action by the department. Information may include the facility name, address, department approval date, noted violations, corrective actions, non compliance citations, photographs of violations, laboratory results, warning letters, and other correspondence.

**RETENTION:**

Retain 3 years after facility is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after facility is closed and then destroy.

**APPRAISAL:**

Administrative

This retention is based upon the administrative needs of the agency.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80442

**TITLE:** Food establishment files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9840

3

**TITLE:** Food inspection reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by company name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports document food inspections conducted by the Department of Agriculture and Food. Inspections are routinely conducted by the department as part of the regulation of food establishments within the state. Information includes the facility name, address, inspection date, type of inspection, violations and actions taken.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 9840

**TITLE:** Food inspection reports

(continued)

**APPRAISAL:**

Administrative

This disposition is based upon the administrative needs of the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80587

3

**TITLE:** Hold order/hold order release files

**DATES:** undated

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are used by plant industry and food inspection/ weights and measures. The are used to put a hold on a shipment of merchandise that is substandard. When the shipment is brought to Utah standards it may be released or if it cannot be brought to standard it is destroyed or sent back to point of origin. It includes company name, address and reasons for hold.

**RETENTION:**

Retain 2 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release or return of product and then destroy.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80587

**TITLE:** Hold order/hold order release files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80440 3

**TITLE:** Manufacturing, wholesalers, quilted clothing, bedding, and upholsters client files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Legal



**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80440

**TITLE:** Manufacturing, wholesalers, quilted clothing, bedding, and upholsters client files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80631

3

**TITLE:** Voluntary registration of servicemen

**DATES:** 1983-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain information on servicemen licensed to repair scales in Utah. They contain name, address, what they are repairing servicing or installing, past experience and questions regarding their knowledge of their trade.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative Legal

These documents need to be kept 3 years to satisfy the statute of limitations. If there are serious or recurring problems these are noted in the inspection files.

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80631

**TITLE:** Voluntary registration of servicemen

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 26780

3

**TITLE:** Weights and measures establishment files

**DATES:** 1973-

**ARRANGEMENT:** Alphabetical by establishment name, thereunder chronological.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain 3 years after facility has closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 33.

**AUTHORIZED:** 05/19/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after facility has closed and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Agriculture and Food. Division of Regulatory Services

**SERIES:** 80242

3

**TITLE:** Weights and measures inspection reports

**DATES:** 1973-

**ARRANGEMENT:** Alphabetical by company name.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This series contains inspection reports of companies that weigh and measure food and non-food commodities sold in the state. Inspections protect consumers and retailers from unfair business practices by ensuring that commercial weighing and measuring devices perform accurately. Information includes company names, inspection violations, actions, and correspondence.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Legal

Recommended retention is by order of UCA 78-12-26(3) a person has three years to start civil procedure in which they may need these records for evidence.